



Dear Parent/Guardian,

We are excited to have your child/children participate in NIHERST's Virtual iSTEM Club. NIHERST is committed to providing a safe and enjoyable online experience for each member. We ask that you read and review the **Member Code of Conduct** with your child/children.

MEMBER CODE OF CONDUCT

(A) LOGGING IN/OUT

On each meeting date for the term, you are required to login from. 9:00 a.m. – 11:30 a.m.

All members are required to log in using the recurrent link provided for the term at least five (5) minutes before the meeting is scheduled to begin. It is important to log in to the meeting early to troubleshoot any technical difficulties e.g. configuring audio and video settings.

Please enter a screen name/username that is the full name of the member as stated on the submitted registration form. Members may be placed in a virtual waiting room before entering the online meeting and using their name aids in confirming their identity before providing access.

Members should start the meeting with their video /cameras for the duration of the meeting except where when asked to share their screen with the group. Microphones should be muted at all times except when the member is given permission to unmute by the facilitator.

Before logging in to the meeting we ask parents/guardians to survey the physical space in which the member will be seated for the virtual club. Please be mindful of camera placement e.g. away from open windows, passageways and doorways as well as lighting and objects in the background. Additionally it is in your best interest to inform relatives and guests that your child will be participating in an online meeting and to refrain from disturbing the member.

At the end of each meeting all members are required to safely log out of the meeting or this will be done by the NIHERST facilitator.

(B) BEHAVIOUR

1. Members should accept and get along with others. Teasing, practical jokes, harmful comments, etc. will not be tolerated from any member.
2. Members must be sensitive to others in terms of race, religion, physical characteristics and language. Ethnic or religious slurs or jokes will not be tolerated.
3. Members must respect others (members, club facilitators and guests).
4. Members must not use obscene language.
5. Members must follow directions the first time they are given by the facilitators, as they are for the safety of everyone.

(C) ONLINE SAFETY

1. Members are to use only the links, programs, software etc. provided by NIHERST before and during the club meeting.
2. Members should close all other browsers, games and programs during the virtual meeting. This reduces the possibility of distractions as well as improves computer productivity and performance.
3. Members must pay attention to their surroundings and use care in all activities.
4. Members will adhere to all safety rules and regulations given for each activity and while using equipment related to the meetings that he/she participates in while in the virtual meeting.
5. Adult supervision/nearby presence is recommended during the virtual meeting to assist with any technical/computer related issues as well as to ensure that members are following the instructions of the facilitators. Adults should remain off screen when possible and should be dressed appropriately and mindful of their behaviour and speech.
6. NIHERST does not accept responsibility for any inappropriate conduct, language, streamed content etc. that a member is exposed to by action of non-NIHERST employees, personnel or facilitators.

(D) GENERAL

1. Members (inclusive of siblings) and the supervising adult are expected to wear appropriate clothing. Generally attendees will be visible from the chest up however some activities may require them to stand and present their project/creation/idea.

FEMALE: The following types of clothing **ARE NOT ALLOWED**: spaghetti/thin strapped tops, strapless/tube tops, revealing low cut tops, short shorts or very short skirts.

If leggings or tights are being worn, tops should be of an appropriate length.

MALE: The following types of clothing **ARE NOT ALLOWED**: vests, very baggy/saggy/tight pants, excessive jewellery.

Note: Hats, dark shades (except where prescribed) and graphic prints cannot be worn during the club.

2. No eating is allowed during the virtual meetings especially on camera. A 10-minute break will be allocated in each meeting during which members will be allowed to have a light snack. If a member requires a water or bathroom break during the teaching segments, they should inform the facilitator. We recommend not placing food or drink near computers/laptops to avoid spillage.
3. Members should maintain proper and appropriate posture during the meetings. No lying down and propping up of legs and feet in the workspace, especially when visible on camera.
4. Members must inform staff if they are experiencing a problem with the software, another member or other issues. If we are not informed about a problem, we cannot stop the problem or assist the member.
5. Violation of the **CODE OF CONDUCT** can be grounds for automatic dismissal depending on the severity. Refunds are not given when a member is dismissed from the programme. NIHERST facilitators reserve the right to remove, mute, stop video of any member as they deem necessary to protect the rights and safety of all members in attendance.

(E) CONSEQUENCES

Please see below the sequence of events for continued violation of the **CODE OF CONDUCT**:

- 1st Offense – Verbal Warning by Club Facilitator/Club Administrator.
- 2nd Offense – Muting of microphone/stopped web camera broadcast for remainder of meeting.
- 3rd Offense – Virtual Meeting/Email Notice to Parent/Guardian.
- 4th Offense – Final Notice of Misconduct to Parent/Guardian.
- 5th Offense – Immediate dismissal from Virtual Club.

****Please note that Club Facilitators reserve the right to remove a member from a meeting for repeated offenses within the same meeting without notice to the Parent/Guardian. The Parent/Guardian will be notified of their child's removal from the meeting with justification for the removal.***

The child will be allowed to participate in a next scheduled meeting, where applicable, after the Parent/Guardian has reviewed the Member Code of Conduct with their child. An offense committed in a subsequent meeting by the member can be classified as a 3rd or 4th offense with the appropriate actions taken as outlined above.*

